

GENERAL INFORMATION

SUMMER FUNDED POSITIONS. Summer jobs funded through this program will start no sooner than May 15 and must end no later than September 30. Jobs are limited to 14 weeks, unless extensions are approved. Activities are encouraged to use their own funds to continue employment of students seeking permanent positions after September 30.

GRADES, SERIES, and APPOINTING AUTHORITIES. There is no restriction on grade levels, series, or appointing authorities, provided that students meet applicable requirements. The Office of Personnel Management (OPM) has authorized use of temporary appointments under 5 CFR 213.3102(i) (3) for WRP summer hires. Student and summer hire authorities may also be utilized, as may special excepted appointing authorities for individuals with disabilities such as 5 CFR 213.3102(u) for persons with severe disabilities.

ASSISTIVE EQUIPMENT AND INTERPRETER SERVICES. The Department of Defense (DoD) Computer/Electronic Accommodations Program (CAP) will provide assistive equipment for summer hires (e. g., telecommunications devices for individuals who are deaf and Braille printers, screen readers, and reading devices for individuals who are blind or sight impaired). To obtain a special WRP/CAP Student Accommodation Request Form for the summer hire program, visit the CAP web site at: <http://www.tricare.osd.mil/cap> or call the CAP office at (703) 681-8811 (voice/TTY).

2003 PROCEDURES FOR FUNDED SUMMER HIRES IN THE DEPARTMENT OF THE NAVY

Workforce Recruitment Program for College Students with Disabilities

1. The Office of the Secretary of Defense (Personnel and Readiness) will provide salaries and work years to support a limited number of college students with disabilities in summer jobs at DOD activities in 2003. To make use of these resources, activities must employ students referred through the work force Recruitment Program for College Students with Disabilities.

2. Administrator Coordinator: The Administrator for the Department of the Navy is Mr. Henry J. Ford. For information and materials contact Ms. Nadia Ward, she can be reached on (202) 764-0142 (voice) or by e-mail: Nadia.Ward@navy.mil or Ms. Betty Shirley, she can be reached on (202) 764-0761 or by E-mail: Betty.Shirley@navy.mil.

3. Activities Coordinators: Each activity participating in the program must appoint an individual to serve as the point of contact for the entire activity. This individual will:

- * Identify positions and assist managers interested in employing students in these funded positions.
- * Serve as customer representative to handle payroll matters for the hired students.
- * Receive the listing of students and distribute to managers and supervisors.

4. Fiscal Executive Agent. The Department of the Air Force is the fiscal agent for the program. The point of contact for the program is Ms. Lori Derringer of the 11th Wing Budget Office. Ms Derringer can be reached by e-mail at <lori.derringer@bolling.af.mil>, by fax at (703) 588-1103, by telephone at (703) 696-0257 or DSN 426-0257.

5. Ms. Arlene Plybon, DON Financial Management Division, Office of Civilian Human Resources. She can be reached by e-mail: Arlene.Plybon@navy.mil or DSN 764-0807 or (202) 764-0807.

6. Appointing Authorities: There are no restrictions on grade levels or series providing those students meet the requirements.

7. Time Period. Summer funded positions may begin on my 15 and must end no later than September 30. Positions are limited to 14 weeks, unless extensions are approved.

8. Job Authorizations: Each activity must contact Ms. Nadia Ward or Ms. Betty Shirley to receive the summer job authorization forms. Activities must submit 2 forms for each student hired:

a. Summer Job Authorization Form

b. Calculation Worksheet for Student Pay & Benefits

9. Accommodation Equipment & Interpreter Services: The DoD Computer/Electric Accommodation Program (CAP) will provide necessary equipment. To obtain a special CAP order/request form, visit the CAP website at: <http://www.tricare.osd.mil/cap>.

10. The Air Force Fund Cite is authorized for civilian pay expenditures solely for the FY 2003 Summer Hire Program for College Students with Disabilities. This authorization is effective only between 15 May 2003 through 30 September 2003. Contact the Department of the Navy, Program Coordinator for the Air Force Fund Cite.

11. Timekeeping. Each activity participating in the FY03 DoD Disability Recruitment Program will be responsible for ensuring that each student has a timecard entered into their activities' payroll system. Activities are responsible for the timely submission and accuracy of these timecards for each pay period that the student is employed at their activity.

12. Preparing the SF-52. Each student hired under the provision of the FY03 DoD Disability Recruitment Program requires an SF-52 to bring them onboard. Activities should follow local procedures to setup necessary job orders using the Air Force Fund Cite provided.

Special attention should be given to the following items on the SD-52:

- Item 01: Summer Hire (Disability Program)
- Item 36: (Fund Cite)
- Item 41: Your Activity's Unit Identification Code
- Item 42: Your cost code
- Item 43: Your Organization Code

Part D (on the reverse of the SF-52). The following statement must be typed in this section:

"DoD Summer Hire Program for Students with Disabilities. This position is authorized for fill by the Under Secretary of Defense (Personnel and Readiness) and is centrally funded by the Office of the Secretary of the Air Force. Work year and strength reporting will be done by the Department of the Air Force Headquarters. This authorization is effective only between 15 May 2003 through 30 September 2003."

Summer Hire FTEs and salary money for use this summer by Department/Agency are as follows:

- BASIC INFORMATION:
- Hiring authorizations are as follows:
- 65 Department of the Navy
- 50 Department of the Army
- 30 Department of the Air Force
- 18 Defense Commissary Agency (DeCA)
- 17 Defense Security Service (DSS)
- 16 Defense Contract Management Agency (DCMA)
- 14 Army and Air Force Exchange Service (AAFES)
- 14 Washington Headquarters Services/Office of the Secretary of Defense (WHS/OSD)
- 12 Office of the Inspector General (OIG)
- 10 Defense Threat Reduction Agency (DTRA)
- 7 Defense Logistics Agency (DLA)
- 3 Defense Finance and Accounting Service (DFAS)
- 3 Department of Defense Education Activity (DoDEA)
- 2 Defense Contract Audit Agency (DCAA)
- 2 Defense Information Systems Agency (DISA)
- 2 National Imagery and Mapping Agency (NIMA)
- 265 -- Total